

CONFIDENTIAL

N 22-100-5

OCI NOTICE
NO. 22-100-5

TRAVEL
22 July 1969

OFFICE OF CURRENT INTELLIGENCE

FOREIGN TRAVEL

Rescission: OCI Notice 22-100-4, dated 26 July 1962

Introduction:

1. Each component in the DDI Directorate is responsible for forwarding its foreign travel projections to DDI Admin on a semi-annual basis. So that OCI's travel program can be properly assembled and coordinated, each division and staff must submit its travel projections to the OCI Administrative Branch according to the following schedule:

- a. Travel plans for the first half of the fiscal year are due 15 April.
- b. Travel plans for the second half of the fiscal year are due 15 October.

2. Travel projections must include all anticipated foreign travel, i.e., area familiarization, conferences, operational, etc. If travel requirements arise that were not included in the projections, they must be handled on an individual basis. Requests for such travel must be submitted to OCI Admin at least eight weeks prior to departure, except in emergency. If a visit to a denied area is planned, ten weeks should be allowed. Requests should include the same information as called for in paragraph 3 below.

GROUP 1
Excluded from automatic
downgrading and
declassification

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Travel Projections:

3. These must include the following pertinent data:
 - a. Name and title of traveler
 - b. Purpose of the travel (area familiarization, conferences, operational, etc.)
 - c. Itinerary (list each of the cities to be visited and the inclusive dates of travel)
 - d. Overseas assistance needed (an indication of where a traveler wants contact with Agency and/or State personnel)
 - e. Clearances (must specify if any clearances are to be certified to the field)

Processing:

4. The DDI Administrative Staff is responsible for the coordination of all DDI travel. As necessary, they will rearrange trips by geographic area to insure spacing of visits. All changes will be coordinated with the offices concerned. DDI Admin will arrange for the coordination of the entire DDI Travel Program with DDP.

5. Upon approval by DDI and DDP of OCI's Travel Program, OCI Admin will notify the respective OCI division chiefs. In coordination with the divisions, OCI Admin will prepare a formal staff study for each traveler. The staff study is the vehicle for obtaining formal and final approval for your travel. The itinerary presented in the staff study must be similar to that shown on OCI's semi-annual projection, and once the staff study is approved by DDI and DDP, the itinerary must not be altered. If the political situation in a particular area is unstable or DDP requires a change in the original plans, then changes can be justified. Travelers are required to notify OCI Admin immediately if any changes are necessary in their original itineraries.

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General Information:

6. At the present time, area familiarization travel is limited to 21 calendar days.

7. If it is anticipated that two or more travelers from one component will be traveling to the same area, their itineraries must be arranged so that they travel together or spaced so that their visits are at least two months apart.

8. Annual leave up to three days will be authorized only upon DDI approval. Requests for annual leave should accompany the original semi-annual travel projection.

9. If a traveler desires to be accompanied by his or her spouse, this should be mentioned in the original semi-annual travel projection. If this is not possible at that time, it should be noted in the staff study mentioned in paragraph 5 above.

10. Substitutions by offices for a traveler is permissible, but must be held to a minimum. An explanation of why a change must be made should be given to OCI Admin.

11. All travelers are required to write a trip report within ten days after completion of their trips.

12. Returning travelers will be responsible for settling their administrative and fiscal matters with Admin as quickly as possible.

13. Attached is a list of guidelines that will aid OCI personnel traveling.

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E. DREXEL GODFREY, JR.
Director of Current Intelligence

Attachment: As stated above

Distribution B

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